

TO: Administrators of Assisted Living Residences and
Comprehensive Personal Care Homes

FROM: Frances M. Costa
Program Manager
Long Term Care Licensing Program

DATE: April 28, 2004

SUBJECT: Resident Profile Report for 2003

On February 23, 2004, we mailed a report to each assisted living residence (ALR) and comprehensive personal care home (CPCH) in New Jersey. This report contains the results of the Resident Profile Report survey for 2002. We hope that you found the results of this survey both useful and informative.

We have made some minor modifications to the survey for collection of 2003 data. The forms and instructions are contained on the enclosed disk in the following files:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
AL_RPR2003 forms.xls	2003 Survey forms	Excel
AL_RPR2003 instructions.doc	2003 Survey instructions	Word

The survey **must** be completed on disk if at all possible. If you are unable to complete and return the survey on disk, you may request a hard copy of the forms and instructions by contacting:

Mr. Andrew Benesch
Department of Health and Senior Services
Long Term Care Licensing Program
Division of Long Term Care Systems
P.O. Box 367
Trenton, New Jersey 08625-0367
(609) 633-9042
andrew.benesch@doh.state.nj.us

If you are unable to submit the survey electronically, it must be typewritten. Please do not fax the survey, as it will not be accepted. A nursing executive/wellness nurse should complete Item 2 (In-House Resident Profile Report) of the survey as per the enclosed instructions. Please submit the completed survey by June 15, 2004.

Please be advised that the submission of the survey data is mandatory, in accordance with N.J.A.C. 8:36-4.3(a), and failure to comply may result in enforcement actions.

The survey forms and instructions will be available for reference on the Industry News web page:

<http://www.state.nj.us/health/ltc/indusnews.htm>

If you have any questions, you may contact Mr. Benesch at the above-referenced email address or by calling (609) 633-9042.

It will be our continued pleasure to distribute copies of the results of this survey. Thank you.

Sincerely,

Frances M. Costa
Program Manager
Long Term Care Licensing Program

c. Elinor Fritz
Barbara Goldman